

Equality Objectives 2012-2016

Progress Report – Quarter 3 2013/14

EO1 – Equality Information

Action	Owner	Target Completion	Status	Progress
EO1.01 - Develop Corporate Equality Monitoring Policy and Guidance and publish on intranet	Performance Improvement Unit	30-Sep-12	Achieved	Policy agreed by Cabinet on 3 Dec 2012 and uploaded to intranet. Action complete.
EO1.02a - Carry out pilot exercise to develop and implement three bespoke equality monitoring systems.	Deputy Chief Executive Director of Housing Director Environmental Services	30-Apr-13	Under Control	Pilot exercise by DCE, and planned exercise by Housing considered by CEWG. The pilot exercise in the Housing Directorate (in C.A.R.E.) has been delayed. It is expected that it will report by 31st March 2014.
EO1.02b - Promote Equality Monitoring Policy and Guidance as required	Performance Improvement Unit	31-Dec-13	Achieved	An article was included in the Winter 2012 edition of The Forester explaining why equality monitoring was undertaken, and further information was included in the November 2013 equality update for staff, Fair Ground. Equality Monitoring will be publicised again when the pilot exercise in Action 1.02a is completed. Further information will be made available as required in the future. Action Complete.
EO1.03 - Develop and implement as necessary, bespoke equality monitoring systems within relevant services	All Service Directors	31-Mar-14	On Target	Work to establish details of services monitored and information collected in progress. Update October 2013: Housing - The effectiveness of the monitoring system being piloted in Housing will be reviewed and consideration will be given to implementing it in other areas of the Directorate as necessary.
EO1.04a - Include evidence of due regard as relevant in reports to the Council's decision-making bodies	All Service Directors	31-Mar-14	On Target	Processes developed for new approach to presenting equality information through a Due Regard Record. Process awaits outcomes of pilot completed in January 2014 (see 1.4b)
EO1.04b - Conduct pilot exercise on use of Due Regard Record as mechanism to ensure decision making bodies are aware of equality implications of reports under consideration	Performance Improvement Unit	30-Apr-14	On Target	Due Regard Record pilot was completed in January 2014 and is currently being reviewed to determine outcomes.

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EO1.05 - Identify and annually update sources of non-service specific equality information and place on intranet	Performance Improvement Unit	31-Mar-13		Achieved	Factsheet produced providing details and links to reports, data, and research providing local and national information about the protected characteristics. The factsheet, Factsheet 2: Sources of Information about Equality Protected Characteristics is one of a set of factsheets produced to support the Equality Analysis Toolkit and guidance). The Toolkit and factsheets are available on the Intranet. Action Complete
EO1.06 - Review committee report guidance and publish on intranet	Performance Improvement Unit	30-Apr-14		Pending	Action awaits results of the pilot testing of the Due Regard Record process which was completed in January 2014 (see 1.4b)
EO1.07 - Deliver briefing session concerning the monitoring of reports for evidence of due regard to Chairs of Agenda Planning Groups	Performance Improvement Unit	21-Oct-13		Achieved	Briefing for Chair of Cabinet APG provided 25 September 2013 Action Complete

EO2 – Equality Ownership

Action	Owner	Target Completion		Status	Progress
EO2.01 - Explore with the Local Strategic Partnership opportunities to share equality awareness and information	Performance Improvement Unit	31-Mar-14		On Target	LSP Task and Finish Group to be set up to identify the best way to achieving a central repository for the information; to identify which information each of the partner organisations hold and could share; and representatives to the Group.
EO2.02 - Review and refresh as necessary, existing equality training for members	Performance Improvement Unit	31-May-14		Achieved	Equality training for Members has been included in the Councillor Development Programme 2014/15. Action Complete
EO2.03 - Deliver appropriate equality training for members	Performance Improvement Unit	31-Mar-14		On Target	Equality Training for Members is scheduled to be delivered on 28 June 2014 through the Councillor Development Programme 2014/15. (new target 30 June 2014)

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EO2.04 - Introduce arrangements for directorate based reporting of equality achievements as part of the annual 'Equality Report'	Performance Improvement Unit	31-Mar-13		Achieved	Equality Information Publishing Guidance agreed by CEWG 22/11/12. Cross-directorate training delivered to 21 officers on 9 January 2013. Action complete.
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EO3 – Engagement

Action	Owner	Target Completion		Status	Progress
EO3.01 - Develop and publish an Equality Profile of the District to assist the completion of robust equality analysis and informed decision making	Performance Improvement Unit	31-Mar-14		On Target	Action in progress as part of the development of the Equality Analysis Toolkit (1.4)
EO3.02 - Review how existing engagement activities can be developed.	Consultation Officer, Performance Improvement Unit	30-Apr-14		On Target	The review of engagement by PR & Marketing provides information on the range of engagement currently undertaken by the Council. The potential for delivering the public sector equality duty through existing engagement is being explored by the CEWG in the light of the engagement review, and is due to report in April 2014.
EO3.03 - Develop and adopt an Equality Engagement Plan	Consultation Officer, Performance Improvement Unit	30-Jun-14		Pending	Dependent upon 3.2 above. The Engagement Plan awaits the identification of potential within existing engagement to deliver the range of engagement to comply with the public sector equality duty
EO3.04 - Carry out equality engagement according to equality engagement plan	All Service Directors	31-Mar-16		Pending	Action awaits the identification of engagement opportunities in Action 3.02 and the development of the Engagement Plan in Action 3.03.
EO3.05 - Explore and facilitate opportunities for interaction between council members and community groups and representatives	Policy Officer Performance Improvement Unit	31-Mar-16		Pending	Action awaiting completion of Equality Engagement Plan.

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EO3.06a - Undertake a feasibility study for provision of a fully accessible meeting room facility at the Civic Offices	Assistant Director Facilities Managements; Director Corporate Support Services	31-Mar-15		On Target	Feasibility study to be undertaken as part of wider review of accommodation and access requirements at the Civic Offices, following implementation of senior management restructure.
EO3.06b Subject to 3.6a above, prepare and submit bid for appropriate funding	Assistant Director Facilities Managements; Director Corporate Support Services	30-Sep-15		On Target	Action dependant on completion of EO3.06a above.

EO4 – Equality in workforce development

Action	Owner	Target Completion		Status	Progress
EO4.01(a) - Annually report anonymised details of the Council's workforce at Grade 8 and above, in the context of the whole staff equality profile to CEWG	Assistant Director HR	30-Jun-13		On Target	10/10/13 HR Workforce profile made available to CEWG and the public in respect of : Age Disability Faith (Religion) Race Sex Sexual orientation. Workforce profile at grade 8 summary made available to CEWG and the public in respect of: Sex (female only) Disability Race. Information is to be analysed to identify trends. An annual report will go to the Management Board, commencing June 2014.
EO4.01(b) Ensure publication of anonymised details of the Council's workforce at Grade 8 and above, in the context of the whole staff equality profile.	Assistant Director HR	30-Jun-13		On Target	10/10/13 HR Workforce profile published on website in respect of: Age Disability Faith (Religion) Race Sex Sexual orientation. Workforce profile at grade 8 summary published on website in respect of: Sex (female only) Disability Race. Information refreshed quarterly. An annual report will go to the Management Board commencing June 2014.
EO4.02 - Carry out analysis of workforce data to identify trends and patterns in areas as identified by CEWG	Assistant Director HR	31-Mar-16		Under Control	Action ongoing as required, led by Corporate Equality Working Group. Action dependent upon 4.01(a). HR waiting on receipt of census information for the District.

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EO4.03 - Undertake a comprehensive review of the Council's recruitment and selection processes to demonstrate transparency, promote equality, and ensure best practice and safeguarding	Assistant Director HR	31-Mar-14		On Target	A review of recruitment and selection processes has been undertaken and presented to CEWG and JCC in January 2014. Implementation through 2014 as part of the Safer Recruitment Policy.
EO4.04 - Investigate, identify and pursue (where agreed) standards and accreditations to help demonstrate the Council's commitment to equality and increase awareness.	Assistant Director HR; Performance Improvement Unit	31-Mar-16		On Target	Two Ticks Disability standard awarded May 2013. Mindful Employer standard awarded 3 October 2013. HR to investigate other relevant accreditations.
EO4.05 - Produce and display appropriate publicity material relating to equality characteristics, such as posters etc. outlining the Council's commitment to equality	Assistant Director HR; Performance Improvement Unit; Public Relations and Marketing	31-Mar-16		On Target	The sexual orientation characteristic has been promoted through the Council's support of LGBT History Month in February 2014. HR to update template for recruitment advertising; and publicise Council's commitment to equality on on-line application form.
EO4.06 - Determine types of equality related employee information (other than data, see 4.01) that can be made available to employees to support awareness of equality issues.	Assistant Director HR	31-Mar-14		On Target	HR to review potential information for consideration by CEWG by April 2014
EO4.07(a) - Undertake a comprehensive review of the Council's existing arrangements for employee engagement	Performance Improvement Unit	31-Mar-13		Behind Schedule	Initial review of employee engagement arrangements considered by Management Board. Range of options (including use of social media) agreed, to be progressed following completion of review of operation and existing terms of reference of Joint Consultative Committee (see 4.7(b)). Other work to engage with Employees has taken place and includes: proposed draft Communications Plan; Chief Executive staff briefings, breakfast meetings, and work shadowing. The Employee Survey 2013 has been completed. The Consultations officer is preparing an article for the next District Lines showing the raw data. Some preliminary analysis has been carried out and discussed. To Be discussed at leadership team Meeting on 29/01/2014

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EO4.07(b) Undertake comprehensive review of current terms of reference of Joint Consultative Committee	Assistant Director HR	31-Mar-14		Behind Schedule	Draft report to be agreed by management Board by the end of March 2014, then to be taken to JCC in April 2014
EO4.08 - Review and analyse the attendance on the Evolution Programme as a comparison of the whole workforce	Assistant Director HR	31-Mar-14		On Target	Analysis of Evolution Programme completed. Report on trends, patterns and equality gaps to be considered by Management Board in February 2014, then to CEWG in April 2014.
EO4.09 - Ensure consistency of application of flexible working practices	Chief Internal Auditor; Assistant Director HR	31-Mar-16		On Target	Agreement to be sought to include in Internal Audit work programme, appropriate checks to determine the consistency of the application of flexible working practices, for example, applications for parental leave and flexible working etc. Regular items advising and promoting flexible working arrangements to be included in District Lines. Further review of Flexi Scheme to be undertaken following comments from Employee Survey 2013.
EO4.10 - Review and refresh as necessary existing equality training for officers	Assistant Director HR	31-Oct-13		On Target	Learning and Development Manager and training providers review content and provide up-to-date cases and examples of good practice. Completed July 2013. To be kept under review.
EO4.11 Deliver appropriate equality training for officers:	Assistant Director HR	31-Dec-13		Behind Schedule	E-Learning course for both induction and refresher training have been developed and are being loaded onto Compoisca. Attendance is analysed and staff and managers who need refresher training are targeted.